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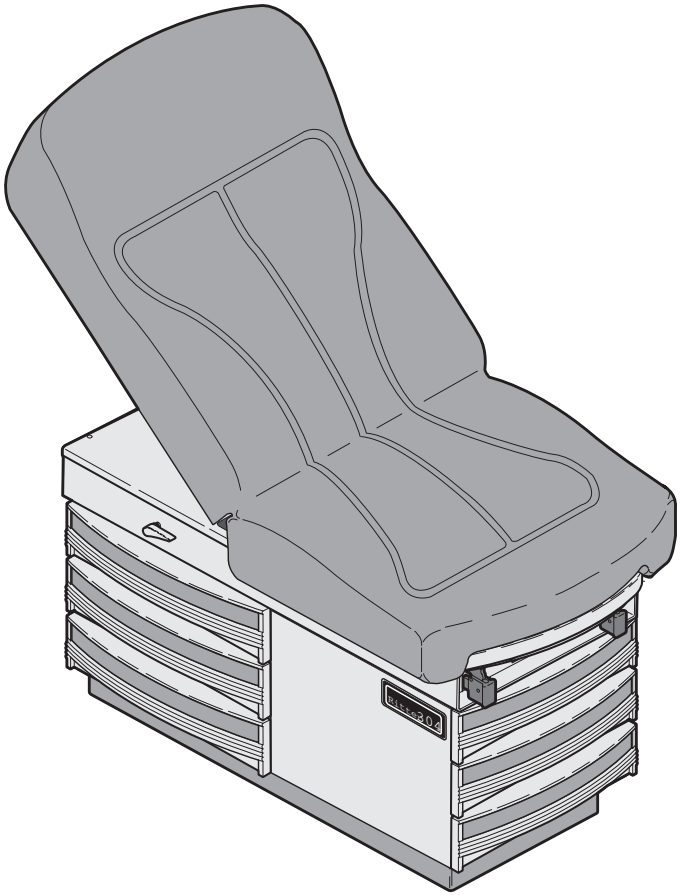
304

Examination Table

Ritter® by MIDMARK®

Installation & Operation Guide



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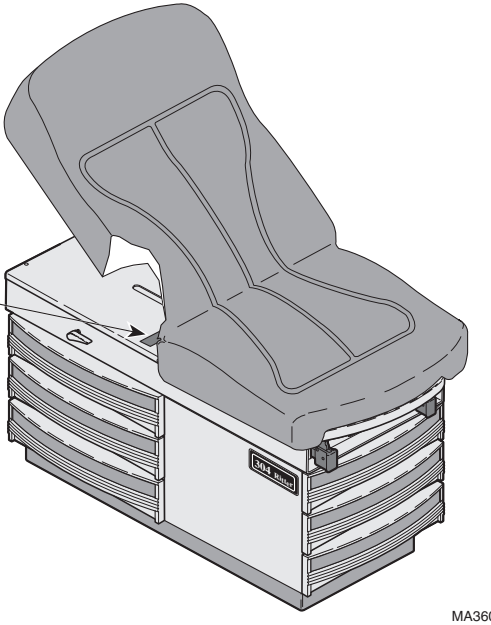
Owner's Product Identification

(information that you will need to provide for servicing - key information is highlighted)

Date of Purchase	***Serial Number***
Name of Owner / Facility / Department	***Model Number***
Name of Authorized Ritter Dealer	Telephone # of Authorized Ritter Dealer
Address of Authorized Ritter Dealer	

MODEL AND SERIAL NUMBER LOCATION



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IMPORTANT INFORMATION

Scope and Purpose of This Manual

This manual covers complete instructions for the installation, operation, and normal care of the Model 304 Medical Examination Table. It is intended that this manual be used by any medical personnel responsible for operating the examination table during a medical procedure or performing operator level maintenance.

Intended Use of Product

This product is intended for use in examination / procedure enviroments where patient positioning is required to accomplish general medical examinations and / or procedures.

Safety Instructions

The primary concern of Midmark is that this equipment is operated and maintained with the safety of the patient and staff in mind. To assure safer and more reliable operation:

- Read and understand this manual before attempting to install or operate the table.
- Assure that appropriate personnel are informed on the contents of this manual; this is the responsibility of the purchaser.
- Assure that this manual is located near the table, or if possible, permanently affixed to the table.

Explanation of Safety Symbols and Notes

DANGER

Indicates an imminently hazardous situation which, if not avoided, will result in death or serious injury. The DANGER symbol is limited to the most extreme situations.

WARNING

Indicates a potentially hazardous situation which, if not avoided, could result in death or serious injury.

CAUTION
Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury. It may also be used to alert against unsafe practices.

EQUIPMENT ALERT
Indicates an imminently or potentially hazardous situation which, if not avoided, will or may result in serious, moderate, or minor equipment damage.

NOTE
Amplifies an operating procedure, practice, or condition.

INSTALLATION

Unpacking

EQUIPMENT ALERT
To avoid damaging the table's upholstered top or side panels, do not use a knife or other sharp object to open the table's packaging. Also, to avoid damaging the table, do not lift at points (2, Figure 2).

Carefully remove the packaging from the table and then inspect the table for any shipping damage. Report any damage to the shipping company and fill out a concealed damage report.

Unbolt the table from the wooden shipping skid by removing two bolts (1, Figure 2) from the underside of the table's base; diagonally from each other.

WARNING
The table weighs approximately 250 lbs (113.4 kgs). Get an assistant to help remove the table from the shipping skid. Also, use proper lifting techniques when lifting table. Failure to do so could result in serious back injury.

After unbolting, remove the table from the shipping skid (3), lifting at points (4 and 5). ***Do not*** lift at points (2); these are unsupported areas. Position the table in room as desired.

Remove red tape from stirrups. Pull out foot extension (6) and remove red packing tape from the foot extension components. Return foot extension to its stowed position.

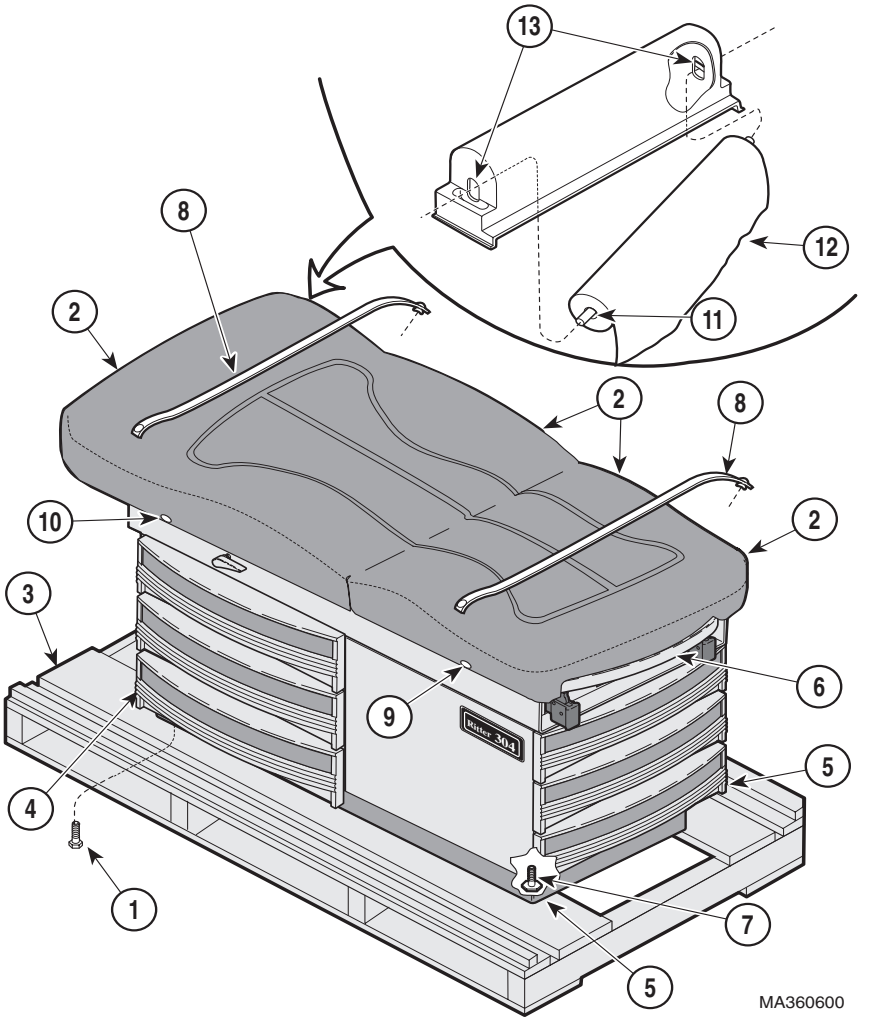


Figure 2. Table Installation

Leveling The Table

A leveling screw pad (7, Figure 2) is located under each corner of the table's base. Adjust the four leveling screw pads (7) up or down (by turning them) until a solid, level installation is achieved.

Installing Paper Retaining Straps

NOTE
The retaining straps may have to be stretched in order for them to be installed. The material will recover, becoming taut again after installation.

Two retaining straps are shipped in a side drawer. Install one retaining strap (8, Figure 2) on two snaps (9) and the other retaining strap (8) on two snaps (10).

Installing Paper Roll Dowel Rod

A wood dowel rod (11, Figure 2) for supporting up to a 18 in. x 3-1/2 in. (45.7 cm x 8.9 cm) diameter paper roll (12) is shipped in a side drawer. To install, slide the dowel rod (11) through the paper roll (12) and then place one end of the dowel rod in one of the sockets (13), located on the rear side of the table's back section. Slide the end of the dowel rod back into the enlongated hole of the socket (13) as far as possible and then push the dowel rod into the hole until the other end of the dowel rod can be inserted into the other socket (13). Center the dowel rod (11) and slide it forward in the sockets.

Electrical Requirements

WARNING
All exposed metal parts of the table are electrically grounded. When performing a cauterization or similar treatment, the patient must be insulated from the metal portions of the table by nonconductive material. Failure to do so could result in electrical shock or burns to the patient.
Use 115 VAC, 60 HZ alternating current only. Failure to do so could result in electrical shock to personnel and will result in damage to table.

The electrical rating for the Model 304 Examination table ***without*** an optional drawer heater is 115 VAC, 60 Hz, 6 amps. The electrical rating for the Model 304 Examination table ***with*** an optional drawer heater is 115 VAC, 60 Hz, 6.5 amps. The three-pronged grounding plug on the table power cord must be plugged into a matching three-pronged, grounded, non-isolated, correctly polarized 115 VAC receptacle. The single table power cord provides power for all electrical functions of the table, including the duplex receptacle and the optional drawer heater (if purchased).

DESCRIPTION

Introduction

The 304 Medical Examination Table is primarily used in examination rooms for general examinations and minor procedures. The table top is adjustable from a full horizontal table position to a chair position. Also, when supported with an optional pelvic lift bar, the lithotomy position can be achieved. There are five storage drawers which accommodate supplies used during examinations.

Features

The Model 304 Examination Table has . . .

- a manually adjustable back section which is controlled by a spring assisted release handle, located on both the left and right sides of the table. The back section is adjustable from a full horizontal position to a chair position.
- an optional pelvic lift bar which allows the seat section to be positioned in the Lithotomy position.
- an extendable footrest shelf which includes a positionable upholstered pad and a removable treatment pan.
- an optional drawer warmer which warms the foot end, top drawer.
- right and left stirrups which can be extended to an infinite number of positions as well as laterally in four positions.
- five storage drawers on steel ball bearing glides; two on the foot end of the table and three on either the right or left side of the table (selected at time of purchase).
- styled drawer fronts which have molded hand pulls and come with snap-in (tool-less) epoxy painted color steel inserts.
- a self-locking steel step with a non-skid surface. The steps extends from the foot end of the table to assist patient entry and exit.
- a duplex, hospital grade 115 VAC receptacle, located on the foot end, left side of the table.
- a styled, seamless upholstery top.
- a paper roll holder which is hidden in the head end of the upholstered top and tear strips, located at the foot end and head end of the upholstered top, to secure examination paper during a patient examination or procedure.

COMPONENTS OVERVIEW

The illustration below (Figure 3) shows the location of the table's major components and the chart below provides their descriptive name.

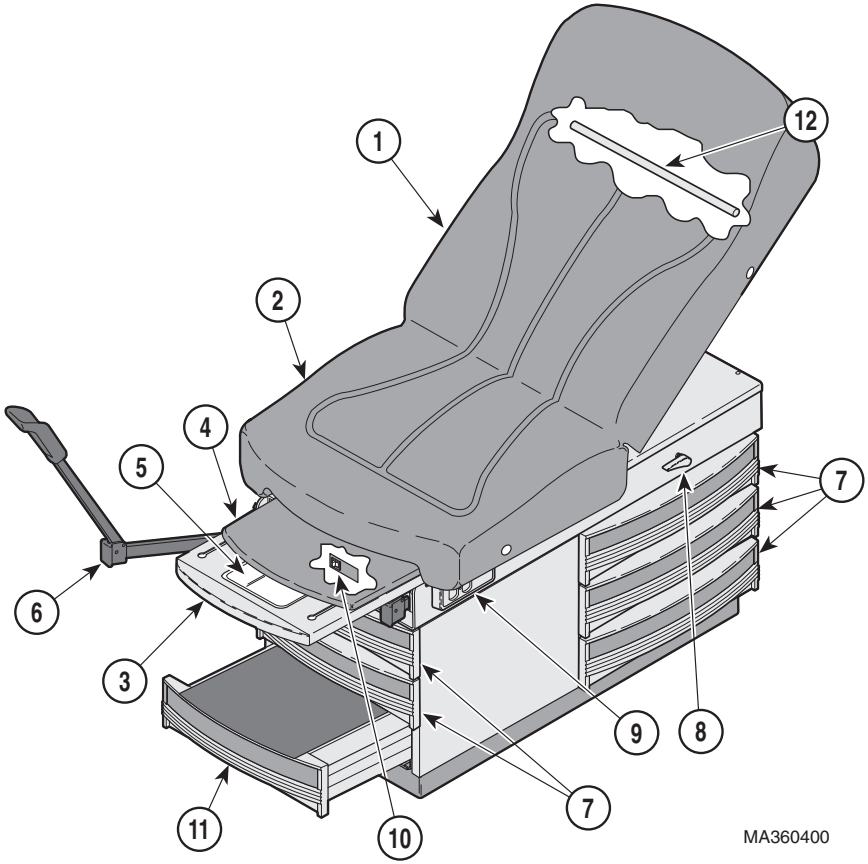


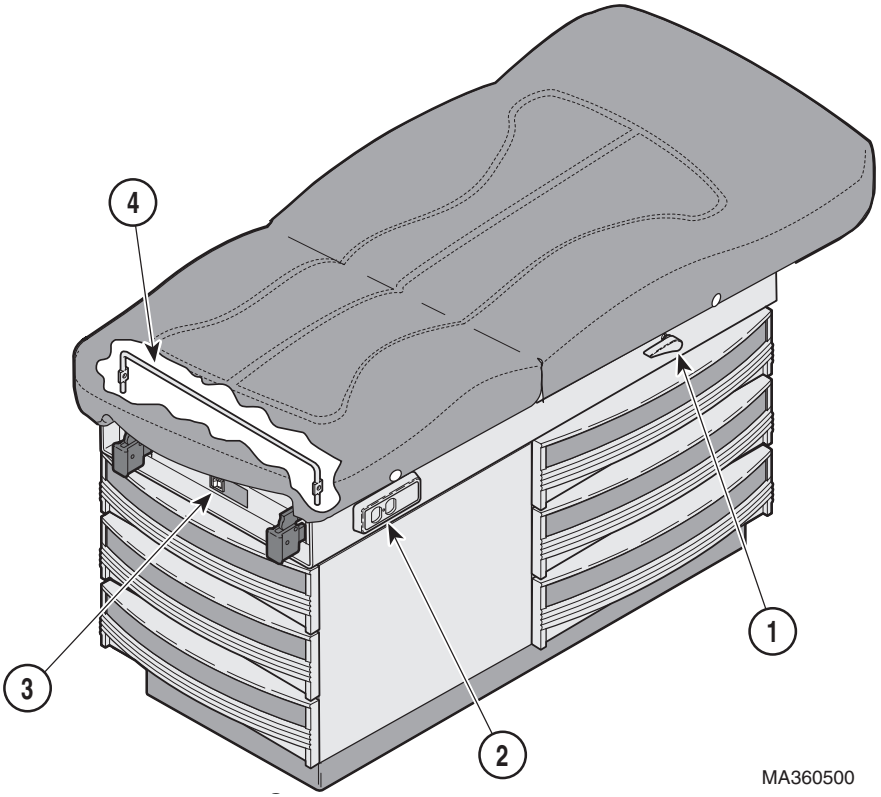
Figure 3. Components Overview

DESCRIPTION OF COMPONENTS

1. Back Section (adjustable)	7. Storage Drawers
2. Seat Section	8. Release Handle
3. Foot Rest Shelf (extendable)	9. Duplex Receptacle
4. Footrest Pad (removable)	10. Drawer Warmer (optional)
5. Treatment Irrigation Pan	11. Footstep (stowable)
6. Stirrups	12. Paper Roll Dowel

CONTROLS & INDICATORS

The illustration below (Figure 4) shows the location of the table's controls and indicators and the chart below describes their function.



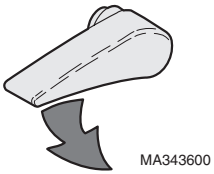
Ref.	Control	Function
1	*release handle*	*used to release the back section so it may be lowered.*
2	*duplex receptacle*	*provides power to small accessories used during an examination or procedure.*
3	*heater on / off switch (optional equipment)*	*turns the drawer warmer heater on or off. The switch illuminates to indicate that the heater is operating.*
4	*pelvic lift support bar / release (optional equipment)*	*automatically supports seat section in pelvic lift position when seat section is raised. To release seat section, operator rotates pelvic lift support bar and lowers seat section.*

OPERATION

WARNING
Do not use this table in an explosive or oxygen-rich atmosphere. To do so could result in an explosion or fire.

Back Section

The back section can be positioned at any angle between horizontal and +80°. To raise the back section, simply lift upward. To lower the back section, hold the back section while actuating the release handle; then lower or push the back section down to the desired position.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Stirrups

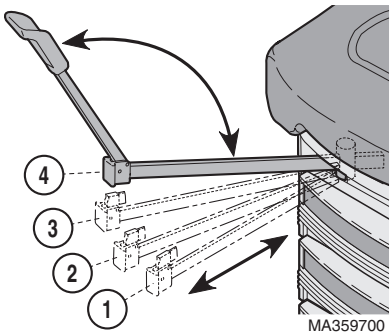
To erect the stirrup, grasp end of stirrup and pull stirrup straight out of table to full extension. Unfold stirrup upward to an erect position.

NOTE
If you are applying any downward pressure on the end of the stirrup when sliding it in or out, it may be very difficult to move. This is normal and is part of the stirrup extension locking mechanism. For ease of movement, lift up slightly while sliding the stirrup in or out.

To adjust the stirrup extension length, hold the end of the stirrup and slide in or out until the desired extension is achieved.

WARNING
Failure to engage the lateral locking mechanism could allow patient to lose balance resulting in personal injury to patient.

To adjust the lateral position of a stirrup, lift end of stirrup and then rotate stirrup to the right or left into one of the four possible lateral positions. The stirrup will click into each position as it is rotated. When the desired position is attained, lower stirrup to engage the lateral locking mechanism. Check that lateral locking mechanism is engaged by attempting to rotate stirrup assembly without lifting on stirrup end.



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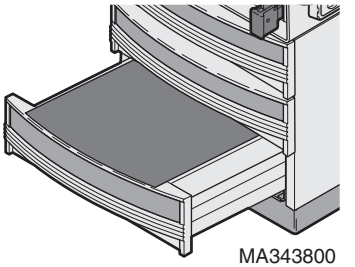
To return stirrup to storage, grasp end of stirrup and pull stirrup straight out to full extension. Fold stirrup down against bar, rotate stirrup to lateral position 1, and then slide stirrup back into stowed position.

Footstep

WARNING
Failure to extend and lock the footstep in place could allow patient to lose balance resulting in personal injury to patient.

Grasp the footstep and pull the footstep outward until it is fully extended. When fully extended, the footstep will drop 1/4 in. (6.35 m) and lock into position, preventing the footstep from accidentally retracting when a patient steps onto or off of it.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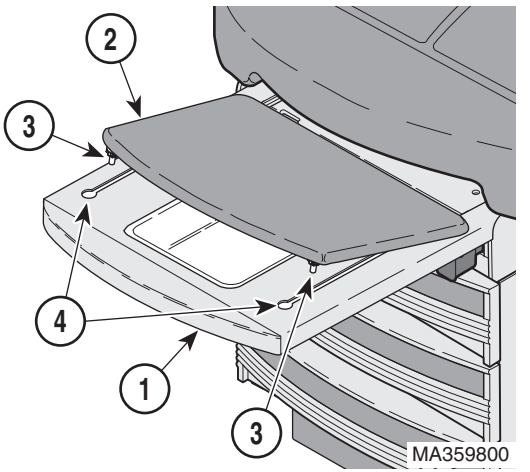
To return the footstep to its storage position, raise the footstep approximately 1/4 in. (6.35 mm) and slide the footstep back into the table.

Footrest

To position the footrest (1), pull footrest out to the desired position. The upholstered pad (2) on the footrest will extend with the footrest.

To remove the upholstered footrest pad (2) from the footrest (1), fully extend the footrest and lift the upholstered pad straight up off the footrest.

To replace the upholstered footrest pad (2), align pad glides (3) with slots (4) in footrest (1) and install. Slide footrest into table.



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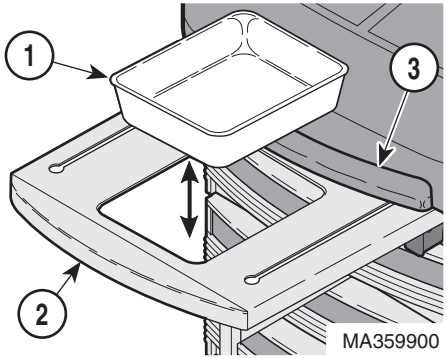
Irrigation Pan

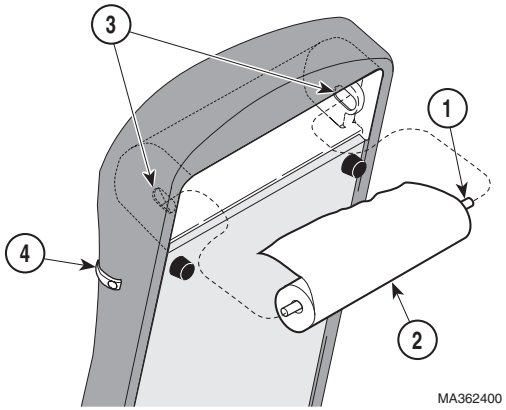
To expose the irrigation pan (1) for use, grasp the footrest (2) and pull until footrest is fully extended. Then, slide upholstered footrest pad (3) back into table. Now, grasp the footrest (2) again and slide the footrest in or out until the irrigation pan is positioned as desired.



The irrigation pan (1) can easily be removed for cleaning when the footrest (2) is fully extended.

Paper Roll

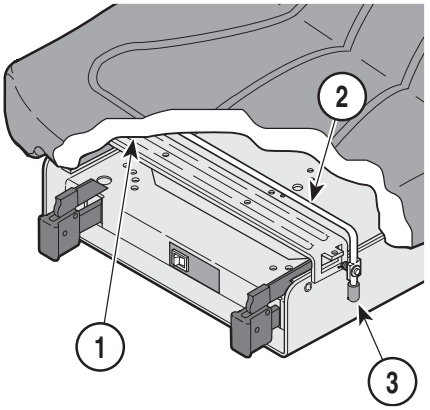
A wood dowel rod (1) for supporting up to a 18 in. x 3-1/2 in. (45.7 cm x 8.9 cm) diameter paper roll is supplied with the table. To install, slide the dowel rod (1) through the paper roll (2) and then insert one end of the dowel rod into one of the sockets (3), located on the rear side of the table's back section. Slide the end of the dowel rod back into the elongated hole of the socket (3) as far as possible and then push the dowel rod into the hole until the other end of the dowel rod can be inserted into the other socket (3). Center the dowel rod (1) and pull it forward to the front of the sockets. Pull the paper over the table top and feed paper under two retaining straps (4).



Pelvic Lift (Optional)

To raise the seat section (1) to the Pelvic Lift Position, grasp the lower edge of the seat section and raise slightly until the spring-loaded pelvic lift support bar (2) snaps to its full upright and locked position. Lower the seat section onto the support bar.

To lower the seat section (1) back to normal position, grasp the edge of the seat section and raise slightly; then rotate pelvic lift support bar (2) down by pulling on its handle (3); then lower the seat section down.



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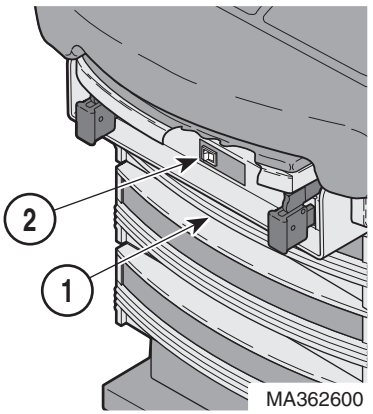
Drawer Heater (Optional)

The drawer heater preheats the contents of the top drawer (1) on the foot end of the table to approximately body temperature.

To operate the heater, turn the heater on/off switch (2) to ON “I”. The switch will illuminate to indicate that the heater is operating.

To turn the heater off, turn the heater on / off switch (2) to OFF “O”. The switch will stop illuminating, indicating that the heater is no longer operating.



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List of Authorized Accessories

Listed below are the accessories which are authorized for use with the table.

Accessory Name	Order Number	
• Knee Crutch	9A0100X	
• Armboard	9A0200X	(Do not use simultaneously on same side of table with 9A21000X, Side Rail)
• Procto Rest	9A0400X	
• Stainless Steel Pan	9A7000X	(Do not use simultaneously with 9A10400X, Urology Drain Pan)
• Urology Drain Pan	9A10400X	(Do not use simultaneously with 9A7000X, Stainless Steel Pan
• Pelvic Lift	9A10500X	
• Welch Allen Bracket	9A18000X	
• Knee Crutch	9A20600X	
• Side Rail	9A21000X	(Do not use simultaneously on same side of table with 9A0200X, Armboard)

Patient Positioning

The table is designed to accommodate the following examination positions:
- Full Flat Table Position
- Chair Position
- Lithotomy (Pelvic) Position

OPERATOR MAINTENANCE

Preventive Maintenance

Little routine maintenance is required other than periodic inspection of the electrical cord to ensure it is free of cuts or damage, periodic inspection of the mechanical functions to ensure satisfactory operation, and periodic check of fasteners to ensure they are present and tightened securely.

Have your authorized dealer inspect your table every six months.
Oil moving parts (such as back hinge, pelvic tilt points, and the stirrup indexing pivot) with a light machine oil to assure quiet, smooth, and dependable operation.

Cleaning

Upholstery

EQUIPMENT ALERT

The upholstery material that covers the top of the table is resistant to most medicinal-types stains, but may be damaged by solvents and dyes. Remove any fluids which are spilled on the upholstery immediately.

Regular care should maintained by daily wiping with a damp cloth or sponge, and periodic cleaning with a mild soap and water solution.

Painted Metal Surfaces

Wipe all painted metal surfaces with a clean cloth at least once a week. Apply paste wax periodically to preserve the surface luster.

Drawers

The drawers may be removed for cleaning by pulling drawer straight out.

Drawer Insert Panels

Wipe all drawer insert panels with a clean cloth at least once a week. Apply paste wax periodically to preserve the surface luster. If necessary, the insert panels can easily be removed for cleaning by reaching up from behind and pushing out on insert panel with index finger.

Unpainted Metal Surfaces

Wipe all unpainted metal surfaces with a clean cloth. Use petroleum jelly or other white lubricants on moving parts. Lubrication will allow free movement of sliding parts and reduce noise.

Tread on Footstep

The protective tread material should be cleaned periodically by a light scrubbing with a stiff bristle brush, mild soap, and water.

CALLING FOR SERVICE

If you are having a problem or have a question, refer to the inside front cover of this manual and call your dealer. Make sure that you have the information that is highlighted on the inside front cover of this manual available. If you can't resolve your question or problem with your dealer, call the following number:

1-800-Midmark (1-800-643-6275)

8:00 a.m until 5:00 p.m. (Eastern Standard time in the U.S.)

Monday thru Friday, except for standard U.S. holidays.

SPECIFICATIONS

Patient Weight (Maximum)	325 lbs (147.4 kgs)
Weight of Table	250 lbs (113.4 kgs)
Back Section Adjustment	0° to 80°
Dimensions:	
Upholstered top	27.0 in. wide x 57.5 in. long (68.6 cm x 146.0 cm)
With Footrest Extended	75 in. (190.5 cm)
Seat Height	31.75 in. (80.6 cm) to top of upholstered seat at foot end
Step	10.75 x 17.75 x 10.75 high (27.3 cm x 45.1 cm x 27.3 cm)
Base	17.5 in. x 42.375 in. x 4.125 in. high (44.4 cm x 107.6 cm x 10.5 cm)
Electrical Requirements	115 VAC nominal (126 VAC maximum - 110 VAC minimum), 60 HZ, 6 amps (max. without heater) or 6.5 amps (max. with heater)
Paper Roll	Can accept a paper roll up to 18 in. x 3.5 in. (45.7 cm x 8.9 cm)
Power Cord	extends 70 in. (Minimum) from table. 12 AWG / 3 conductor, SJT grey jacketed junior hard service with hospital grade grounding type plug.
Certifications:	U.L Listed Medical Equipment C.U.L. listed to CSA Standard C22.2 #125 (on units without heaters only) ISO-9001 Certified

LIMITED WARRANTY

SCOPE OF WARRANTY
Midmark Corporation (“Midmark”) warrants to the original purchaser its new Alternate Care products and components (except for components not warranted under “Exclusions”) manufactured by Midmark to be free from defects in material and workmanship under normal use and service. Midmark’s obligation under this warranty is limited to the repair or replacement, at Midmark’s option, of the parts or the products the defects of which are reported to Midmark within the applicable warranty period and which, upon examination by Midmark, prove to be defective.

APPLICABLE WARRANTY PERIOD
The applicable warranty period, measured from the date of delivery to the original user, shall be one (1) year for all warranted products and components.

EXCLUSIONS
This warranty does not cover and Midmark shall not be liable for the following: (1) repairs and replacements because of misuse, abuse, negligence, alteration, accident, freight damage, or tampering; (2) products which are not installed, used, and properly cleaned as required in the Midmark “Installation” and or “Installation / Operation Manual for this applicable product. (3) products considered to be of a consumable nature; (4) accessories or parts not manufactured by Midmark; (5) charges by anyone for adjustments, repairs, replacement parts, installation, or other work performed upon or in connection with such products which is not expressly authorized in writing in advance by Midmark.

EXCLUSIVE REMEDY
Midmark’s only obligation under this warranty is the repair or replacement of defective parts. Midmark shall not be liable for any direct, special, indirect, incidental, exemplary, or consequential damages or delay, including, but not limited to, damages for loss of profits or loss of use.

NO AUTHORIZATION
No person or firm is authorized to create for Midmark any other obligation or liability in connection with the products.

THIS WARRANTY IS MIDMARK’S ONLY WARRANTY AND IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. MIDMARK MAKES NO IMPLIED WARRANTIES OF ANY KIND INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE. THIS WARRANTY IS LIMITED TO THE REPAIR OR REPLACEMENT OF DEFECTIVE PARTS.

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NOTES:

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Midmark Corporation
60 Vista Drive
P.O. Box 286
Versailles, Ohio 45380-0286
937-526-3662
Fax 937-526-5542
midmark.com

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